IRM PROJECT ASSESSMENT

PROJECT NAME: **NCCCS Administrative Information Systems Project**

AGENCY NAME: **Department of Community Colleges**

PROJECT SPONSOR: Martin Lancaster, President, NCCCS

PROJECT MANAGER: Robert R. Blackmun

Assessment

Classification: Routine

Risk Profile: **High Risk**

High risk of failure (project scope, schedule, and budget), high risk to citizen services (education services), and high risk to the interest of the state (statewide implementation).

Concerns: **Change Management and Budget**

Staff Recommendations

Requiring Project Action:

1. **Work with the Office of State Controller to ensure the design and implementation of this new system meets the statewi de financial reporting requirements as set forth in the OSC's Financial Systems Master Plan. This includes a uniform chart of accounts within the NCCCS that is in compliance with the prescribed statewide uniform chart of accounts and an automated interface from NCCCS to the North Carolina Accounting System (NCAS).**

2. **Provide detailed "lessons learned" from the pilot phase activities.**

3. **Ensure that sufficient time is allocated for data conversion activities.**

4. **Define data conversion milestones at the college level.**

5. **Focus on user training at the college level.**

6. Consider electronic alternatives to "face-to-face" training.

7. Submit and obtain IRM approval of a finalized application architecture (that includes network and security architecture) using the IRM *Technical Architecture Submission Template*.

8. Submit and obtain IRM approval of a Security Risk Assessment using the IRM *Security Risk Assessment Template*.

9. Comply with W3C Web Content Accessibility Guidelines (WCAG) for web pages and web based applications, as well as Section 508 standards for applications and Commercial Off The Shelf (COTS) software.

10. Continue to work with the State to integrate AIS with the E-Procurement System for the online procurement of goods and services.

11. Utilize the Common Payment Service to execute any E-Commerce related payments.

12. Continue to isolate any customizations to maintain a loosely coupled architecture that ensures adaptability.

13. Develop guidelines instructing the community colleges how to best implement a viable Business Continuity plan for AIS.

14. Develop guidelines instructing the community colleges how to best maintain software located on client workstations.

15. Log and track through resolution all issues noted in the IRM assessments in Section X of the monthly project status report.

In addition, the IRM Technical Architecture staff recommends that the project:

- Advise the community colleges to participate in Microsoft's Strategic Technology Protection Program (STPP) to ensure that latest security updates are applied to the web server infrastructure,
- Advise the community colleges to perform regularly scheduled independent security vulnerability assessments,
- Utilize other Enterprise Common Services as applicable such as the Directory Authentication and Authorization Service (which is used to authenticate and authorize access to network or web-based applications) or the North Carolina Service Broker (which performs inter-agency data access functions),
- Evaluate and document findings related to deploying a future version of the AIS software using a web enabled architecture,
- Escrow the UniData software and establish a contingency plan that can be executed in the event that IBM discontinues support for this product, and

- **Develop guidelines for de-supporting Windows 95 as a client and assist the community colleges in moving toward a best practice of only supporting one or two versions prior to the current version (N-1 or N-2) of the Windows operating system.**

Requiring IRMC Action: None

Status

The planning phase of the NCCCS Administrative Information Systems Project was certified at the February 2, 1999 IRMC meeting and certification reviews for the pilot phase and the statewide implementation phases were conducted on January 4, 2001 and July 9, 2002 respectively.

The goal of the Community College Administration Information Systems project is to acquire and implement a modern, efficient, and integrated information system that will meet the administrative operations and management information needs of all of the fifty-eight (58) community college institutions.

The proposed budget for the entire project is $55.4 million (newly revised) with a scheduled statewide implementation date of June 30, 2004 (revised).

The project has been broken down into two (2) phases. These phases are:

- Phase I – Planning and Pilot (in-process), and
- Phase II – Statewide Implementation.

Phase I - Planning and Pilot activities of the Community College Administration Systems project has a newly revised phase budget of $32,911,605 (an increase of $313,853 from the prior month) with a newly revised planned completion date of December 31, 2002. Eight (8) colleges are included in the pilot phase.

Phase II of the project will be the initial statewide implementation phase that will include an additional sixteen (16) colleges.

Currently, the project is 98% complete with the pilot phase (Phase 1) deliverables.

The project is within the revised implementation schedule and remains within the revised budget.

Quality Assurance Activities

The project team will work with the IRM staff to determine an appropriate independent third party quality assurance review schedule after completion of initial statewide implementation phase activities.

Attachments

- Project Status Report
- Risk Watch List
- Gantt Chart
- Critical Path Analysis

IRM PROJECT ASSESSMENT

PROJECT NAME: **Data Warehouse Project**

AGENCY NAME: **Department of Community Colleges**

PROJECT SPONSOR: Dr. Saundra Williams

PROJECT MANAGER: Robert Blackmun

Assessment

Classification: Routine

Risk Profile: **High Risk**

High risk of failure (Community College statewide implementation), **high risk to the interests of the state (strategic initiative)**, and low risk to citizen services.

Concerns: None

Staff Recommendations

Requiring Project Action: None

Requiring IRMC Action: None

Status

The Data Warehouse project has a planned budget of $10 million and a scheduled completion date in February 2005. The I/S for the Future initiative was certified by the IRMC at the February 1999 meeting and the Data Warehouse project was certified at the February 1, 2000 meeting of the IRMC.

Phase I of the project was completed on June 30, 2001 for a total cost of $2,139,368. Phase I of the project was completed under the revised budget but five (5) months behind the original schedule.

Phase II of the Data Warehouse project was designed to extend the work done in Phase I by incorporating additional data into the system and by developing new reports from the system.

Phase II had a revised planned budget of $1,313,908 with a planned completion date of June 30, 2002.

The project completed Phase II activities on June 28, 2002.

Phase II implementation activities were completed on schedule and slightly under planned budget for a total cost of $1,301,049.

Phase III of the project has been put on hold for one (1) year due to the state budget situation.

Quality Assurance Activities

A project close out review will be conducted ninety (90) days after Phase II implementation.

An in-process independent third party quality assurance review was scheduled to begin in July 2002 after completion of Phase II deliverables and as part of the Phase III planning process. This assessment has been cancelled.

Attachme nts

- Project Status Report
- Risk Watch List (on file with the IRM)
- Gantt Chart (on file with the IRM)